

NELAC 7i

Arlington, Virginia

National Environmental Laboratory Accreditation Conference

Seventh Interim Meeting

December 2 – 7, 2001



Crystal Gateway Marriott

1700 Jefferson Davis Highway, Arlington, VA 22202
703-920-3230 or 1-800-228-9290

Co-Sponsored by the U.S. Environmental Protection Agency and the Department of Defense
in cooperation with the States, Territories and other Federal Agencies

National Environmental Laboratory Accreditation Conference

What is NELAC?

The National Environmental Laboratory Accreditation Conference (NELAC) is a voluntary association of state and federal agencies established to develop uniform laboratory accreditation standards. NELAC voting members include state and federal agencies; other stakeholders provide comments at all stages of the standards development process. A federally-chartered advisory committee, the Environmental Laboratory Advisory Board (ELAB), offers consensus advice on the standards from a wide range of interests, including private industry, local government, Indian tribes, and the environmental sector. NELAC operates as follows:

- States and federal agencies adopt standards and serve as accrediting authorities
- A multi-government team evaluates states' accreditation programs and recommends recognition of the programs; all recognized accrediting authorities agree to accept reciprocity
- Accrediting authorities perform laboratory assessments or contract with a third party for performance of the on-site assessment
- Laboratories seek accreditation within their state, if available.

Who Should Attend?

Anyone interested in the production of sound environmental data should attend this meeting. State and Federal officials, environmental laboratory representatives, trade associations, environmental public interest groups, academia, local governments, Indian tribes, laboratory assessment bodies, regulated manufacturing industry, engineers and consultants will find the sessions particularly valuable to their work. If your interest is nationwide acceptance of your state's accreditation, avoidance of costly laboratory inspections with varying requirements, or participating in the development of national standards that are practical, effective and cost-efficient, then you should participate in NELAC 7i. Training workshops on relevant topics provide an excellent learning opportunity.

What to Expect at NELAC 7i

In addition to plenary sessions, committee sessions, the ELAB meeting, a poster session, and reception, NELAC 7i will offer two training workshops: "Measurement Uncertainty" and "Detecting and Correcting Inappropriate Laboratory Practices." The Measurement Uncertainty course provides a basic understanding of the principles for developing uncertainty programs and includes discussions on the various approaches to measurement uncertainty. The Inappropriate Lab Practices course provides an approach to making sound, ethical scientific decisions using specific examples, such as peak integration.

Sponsorship Opportunities

Networking is an important part of the NELAC process. As such, there will be a reception and poster session on Wednesday, December 5, to allow the NELAC attendees to connect with one another, and to learn more about participant organizations. New this year: exhibit and sponsorship options! Sign up for a display area, to share your information with other attendees, or if you prefer, contribute a small amount to help sponsor the reception. Sponsors will be listed in the program brochure. See the registration form to sign up.

ELAB Meeting, Tuesday, December 4, 3 – 6 pm

The Environmental Laboratory Advisory Board (ELAB) is a federally -chartered advisory committee which offers consensus advice on the standards from a wide range of interests, including private industry, local government, Indian tribes, and the environmental sector.

Preliminary Schedule

| Sunday, Dec. 2 | Monday, Dec. 3 | Tuesday, Dec. 4 | Wednesday, Dec. 5 | Thursday, Dec. 6 | Friday, Dec. 7 |
|---|--|---|--|---|---|
| <u>8:00am – 10:00am</u> Registration | <u>8:00am – 10:00am</u> Registration | <u>8:00am – 5:00pm</u> Registration | <u>8:00am – 5:00pm</u> Registration | <u>8:00am – 5:00pm</u> Registration | <u>8:00am – 10:00am</u> Registration |
| <u>9:00am – 12:00pm</u> Training Session: -Measurement Uncertainty | <u>10:00am – 12:00pm</u> Training Session: -Detecting & Correcting Inappropriate Lab Practices | <u>8:00am – 12:00pm</u> Training Session Cont.: -Detecting & Correcting Inappropriate Lab Practices | <u>8:00am – 9:00am</u> Continental Breakfast | <u>8:00am – 9:00am</u> Continental Breakfast | <u>8:00am – 9:00am</u> Continental Breakfast |
| <u>12:00pm – 1:00pm</u> Lunch on own | <u>12:00pm – 1:00pm</u> Lunch on own | <u>12:00pm – 1:00pm</u> Lunch on own | <u>12:30pm – 1:30pm</u> Lunch on own | <u>12:30pm – 1:30pm</u> Lunch on own | <u>9:00am – 12:00pm</u> Concurrent Sessions: -Membership & Outreach -National Database -Nominating -Regulatory Coordination |
| <u>1:00pm – 6:00pm</u> Training Session Cont.: -Measurement Uncertainty | <u>1:00pm – 5:00pm</u> Training Session Cont.: -Detecting & Correcting Inappropriate Lab Practices | <u>1:00pm – 2:30pm</u> Opening Plenary <u>3:00pm – 6:00pm</u> ELAB Meeting | <u>1:30pm – 5:00pm</u> Concurrent Sessions: -AARB -Accreditation Process Cont. -Quality Systems Cont. <u>6:30pm – 8:00pm</u> Reception & Poster Sessions | <u>1:30pm – 5:00pm</u> Concurrent Sessions: -Accrediting Authority -Program, Policy & Structure -On-Site Assessment Cont. | <u>12:00pm – 1:00pm</u> Lunch on own <u>1:00pm – 3:00pm</u> Closing Plenary |

Travel Information

Crystal Gateway Marriott

1700 Jefferson Davis Highway
Arlington, VA 22202
Phone: (703) 920-3230 or 1-800-228-9290
Fax: (703) 979-6332
URL: <http://www.marriott.com/WASGW>

Be sure to ask for the “NELAC” rate of \$119 (+ tax and fees) per night - Valid through November 15.

Getting There

BY PLANE: The closest airport is Ronald Reagan National Airport, which is one metro stop from the hotel. Other airports in the area include Dulles International and Baltimore-Washington International. Both are 45-60 minute drives from the hotel.

Note: A SHUTTLE IS AVAILABLE FROM DULLES AIRPORT to the Crystal City metro station, which is near the hotel. For fare

and schedule information, visit www.ArlingtonDullesExpress.com or call 703-228-RIDE (7433).

BY TRAIN: Amtrak service is available to Union Station and Alexandria, Virginia. Both stations are metro-accessible and only a short ride from the hotel.

BY METRO: The hotel is located on the *Blue & Yellow* lines of the metro system. The station is the *Crystal City Metro Station*, one stop from Reagan National Airport. When exiting the metro station, you do *not* need to go to the street level. Instead, stay underground and follow the signs to the Crystal Gateway Marriott. (Note: This is NOT the Crystal City Marriott, which is also nearby).

BY CAR: From Route 395 or Route 495, follow the signs to U.S. Route 1 and Crystal City. From the South, turn left on 20th street, and from the North, turn right on 20th street. Proceed to South Eads Street and turn right. The hotel is 1½ blocks on the right. There is an underground parking garage directly off the circle drive at the front of the hotel. The rate is approximately \$12.00/night for guests.

NELAC 7i Arlington, Virginia

UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
1200 Pennsylvania Avenue (8101)
Washington, DC 20460

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

Return Service Requested

FIRST CLASS MAIL
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NELAC Board of Directors and Committee Chairs

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Mr. Matthew Caruso, National Database
Dr. Paul Kimsey, Transition

National Environmental Laboratory Accreditation Conference

Seventh Interim Meeting Registration Form*

*Please copy this form and submit a separate registration for each individual.

Name: _____
As it will appear on your badge

Title: _____

Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: (_____) _____

Fax: (_____) _____

E-mail: _____

Check One: ☐ I plan to stay at the Crystal Gateway Marriott.
☐ I am local, or will be staying elsewhere.

Primary Affiliation (Check one Category)

Government

- ☐ State ☐ County/Local
- ☐ EPA ☐ Indian Tribe
- ☐ Federal (Other)

Private Sector

- ☐ Private Laboratory ☐ Academia
- ☐ Assessor Body ☐ EPA Regulated Industry
- ☐ Environmental Interest Group
- ☐ Other (please specify) _____

Special Services

- ☐ Check here if you require special services related to mobility, hearing, sight, meals, etc. We will contact you to discuss your needs.

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Conference Registration Fees

- ☐ \$175.00 for early registration (postmarked by Nov. 15)
(Includes all conference activities from 1:00 pm, Tuesday Dec. 4 through 3:00pm, Friday, Dec. 7)
- ☐ \$225.00 for late registration

Training Session Fees

Early Registration (postmarked by Nov. 15)

- ☐ \$175.00 Measurement Uncertainty
- ☐ \$225.00 Detecting & Correcting Inappropriate Lab Practices

Late Registration (postmarked after Nov. 15)

- ☐ \$225.00 Measurement Uncertainty
- ☐ \$275.00 Detecting & Correcting Inappropriate Lab Practices

Vendor/Sponsor Fees

Vendors and agencies wishing to display posters or booths at the Dec. 5 Poster Session/Reception will be charged an Exhibitor's Fee of \$200. Alternatively, those wishing to help sponsor the NELAC 7i events may make a donation of \$200 and have their name listed in the meeting program.

- ☐ \$200.00 Exhibitor's Fee
- ☐ \$200.00 Sponsorship

Total: \$ _____

Payment Options

- ☐ Check # _____
- ☐ Purchase Order PO # (gov. only) _____
- ☐ Money Order _____

- Registration (Check, Money Order, PO) must be postmarked before November 15 to qualify for the early registration rate. Purchase Orders accepted from State and Federal Government agencies.
- Registration fee includes: all committee meetings, networking sessions, continental breakfasts, breaks, and all handouts.
- Make payment to ADI Technology Corp and send payment and registration form to:

Attn: Mike Robertson
NELAC 7i Registration
ADI Technology Corp.
1800 North Beauregard St. #200
Alexandria, VA 22311
FAX: (703) 933-8270 PHONE: (703) 933-8275
EMAIL: Mike.Robertson@aditech.com

Training Course Descriptions

Measurement Uncertainty

(Instructor: Marlene Moore, Advanced Systems, Inc.)

This one-day measurement uncertainty training provides a basic understanding of the principles for developing uncertainty programs. The course includes discussions on the various approaches to measurement uncertainty including those proposed by the U.S. Army Corps of Engineers, U.S. Navy personnel and accreditation bodies in Europe, Canada and New Zealand. The course content includes the following:

- IDENTIFY international definitions and other terms used in scientific measurement for defining the estimation of uncertainty.
- SUMMARIZE the current application of measurement uncertainty for conformance to ISO/IEC 17025 requirements for chemical and other non-calibration testing laboratories.
- CALCULATE the uncertainty for federally mandated, consensus, newly developed or custom test methods (Performance Based Measurement System)
- PROPOSE alternatives for uncertainty calculations for laboratory uncertainty and measurement uncertainty that fit in the framework of NELAC.

Detecting and Correcting Inappropriate Laboratory Practices

(Instructors: Nancy Wentworth, EPA, Jack Farrell, Analytical Excellence, Inc., and DoD experts)

Instances of improper, unethical, and illegal laboratory practices continue to be of paramount importance to public and private laboratory organizations. Data of known and documented quality to support cost effective environmental compliance decision-making is critical to protecting the public health and environment. It is absolutely crucial for laboratory management and regulators to thoroughly understand the problems, to establish and implement appropriate quality systems, to be able to detect occurrences early on, to correct the situation and more importantly prevent inappropriate practices.

The EPA, DOD and commercial laboratory community are continuing to partner on educational activities to minimize the occurrences of improper, unethical, and illegal practices. This one-and-a-half day program focuses on these activities. Topics include:

- The importance of culture and value systems
- Root cause analysis
- Detecting these behaviors – tools and auditing practices
- Reviewing actual examples and how they were detected
- Effective prevention systems
- The role of an effective quality system
- Case studies and interactive exercises

The course format is informal and consists of lecture, large group discussion, small group exercises and problem solving. The presenters will share information and experiences as well as provide several real life scenarios in dilemma resolution. Participants are encouraged to bring their own situations and questions to share with the group. A course notebook will be provided for each participant.

Sign up for Training using the Registration Form!